

Appendix K

EQUAL EMPLOYMENT OPPORTUNITY OFFICE

1. Directs, manages and monitors the civilian Equal Employment Opportunity (EEO) and the military Equal Opportunity (EO) program for the Honolulu Engineer District. Programs include EEO Program Management, Affirmative Employment Programs (AEP), complaints processing and special emphasis programs.
2. Monitors, evaluates and reports EEO program effectiveness to the District Commander and key management officials with recommendations for improvements in personnel practices, policies/procedures or other management activities related to EEO. Keeps the commander informed of the workforce climate in the organization. Assists the District Commander and key staff in developing organization mini-plans for affirmative action. Reviews personnel selection actions for consistency in application of EEO and Affirmative Employment Program Plan (AEPP) policies.
3. Informs the District Commander and his/her staff of EEO conditions in the community which affect employment of minorities, women and targeted groups, and encourages management to take an active part in improving equal employment opportunities.
4. Serves in an advisory capacity on all group meetings, boards, committees, or panels having responsibility for making decisions or recommendations that change personnel policy and/or staffing levels.
5. Consults with management to develop flexible and timely solutions to program problems. Coordinates with the Civilian Personnel Advisory Center (CPAC) to assure that actions taken are consistent with civilian personnel regulations. Reviews employment selections; consults with management officials regarding areas of under-representation; makes recommendations to help meet affirmative employment goals.
6. Manages the EEO Complaints program, including the US Army Corps of Engineers Early Resolution Program (CEERP), and ensures that the program is in compliance with legal and regulatory guidance.
7. Coordinates proposed resolutions with representatives from the CPAC and Office of Counsel to ensure consistency with EEO requirements.
8. Provides leadership, guidance, training, and supervision to EEO Special Emphasis Program managers and EEO counselors.

9. Prepares all required EEO reports for the District. Ensures timely response to compliance reports generated by higher authority.
10. Ensures that appropriate EEO Program and Prevention of Sexual Harassment (POSH) training is provided annually, in coordination with the training officer, to managers, supervisors and employees.
11. Manages the district civilian EEO career program.
12. Ensures participation of active duty military personnel in training and other EO program activities. Prepares compliance reports for the military EO program.
13. Serves as the District Commander's community representative and liaison with State, City, and other Federal and Non-Federal entities concerned with EEO issues within the District boundaries.